

CIO Application Maintenance,
Enhancements, and Operations (CAMEO SB)

**FAS Sales Reporting (TDR)
Interface Control Document for
Special Character Separated Value (.csv)
File Upload**

In response to:

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TDR CSV File Upload - Interface Control Document

Document History

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1 Introduction

1.1 Scope

This document describes how to report transactional sales data using CSV File Upload method on the FAS Sales Reporting application. The document provides guidance on format and data element definitions of the file, interface design, sample file and sample output.

1.2 Authentication

Vendor is required to have a Digital certificate and be a point of contact (Admin rep or IFF Rep or an Authorized negotiator) on the Contract in order for the FAS Sales Reporting application to authenticate and authorize the Vendor to report sales. After logging into the application with a valid digital certificate, users can upload the CSV File to report transactional sales data.

2 CSV File Upload

2.1 Scope

The scope of this document is to define the format of CSV file, of its data elements and how upload the file in the application. (<http://tdr.gsa.gov>).

2.2 Report Sales Data through CSV File

Users can upload transactional sales data into the FAS Sales Reporting application using a CSV spreadsheet with Special character delimited file. A pipe character (|) has been used for delimiting the data. CSV File contains the same required fields as those found in the Report data by Form Entry page. The Report data by File upload feature allows you to enter data for multiple contracts at once.

2.2.1 Instructions for CSV File Format

For a successful and timely submission of sales data by uploading CSV file please follow these step by step instructions:

1. Save an empty file template to your computer with **.csv** extension.
2. Enter your contract number(s) in column A for each line item.
3. Enter your sales data in the 12 Columns provided. Columns that are required fields are marked with Asterisk. See Definition of Data Fields below for explanation of each column. Follow the same order by using pipe delimiter ('|').

Contract/BPA Number*|Order Number/PIID*|Description of Deliverable*|Manufacturer Name|Manufacturer Part Number|Unit Measure*|Quantity of Item Sold*|Universal Product Code|SIN Number|Price Paid per Unit (US\$)*|Total Price (US\$)*|Non-Federal Entity (Y/N)*

4. Once sales data (all orders and line items for one or more Contracts) is entered into the spreadsheet, save the file to your local drive.
5. Login to TDR portal via <http://tdr.gsa.gov> with a digital certificate and navigate to 'Home > Report Data via File Upload' option.

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6. Once on the **Report Data via File Upload** page, choose the appropriate reporting period
7. , Then browse for the saved file in Step 4 and click on 'Submit'..
8. When you click on 'Submit' you will be prompted to certify that all data being submitted is 'True and accurate'. If you agree, accept and click 'Submit'. If not, go back and make necessary changes to the CSV file.

Definitions of Data Fields:

Field Label with Order	Field Description	Required Fields	Column Order
Contract or BPA Number	Enter GSA Formal Contract Number. No Dashes required	Required	1
Order Number/Procurement Instrument Identifier (PIID)	Enter the Order number. If an Order number has multiple items repeat the Order number for each line item	Required	2
Description of Deliverable (Maximum 1000 Characters)	Provide a description of the item	Required	3
Manufacturer Name	Enter manufacturer's name of the product		4
Manufacturer Part Number	Enter manufacturer's number of the product. This should be numeric value.		5
Universal Product Code (UPC)	Enter UPC		6
SIN Number	Enter SIN Number		7
Unit Measure	Enter the Unit of Measure e.g. Each, Hour, etc.	Required	8
Quantity of Item Sold	Enter a numerical value	Required	9

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Field Label with Order	Field Description	Required Fields	Column Order
Price Paid per Unit	Enter a dollar value	Required	10
Total Price Paid	This field is a product of 'Quantity of Item Sold' and 'Price paid per Unit'. This field will be calculated by TDR		11
Non Federal Entity ('Y/N' values)	If the Order was received from a Federal Entity, select 'N'. If the Order was received from a Non Federal Entity (i.e. Local or State govt.) select 'Y'.	If applicable	12

Input Data format: CSV file

2.2.2 Sample CSV File

Sample File Format:

Contract/BPA Number* | Order Number/PIID* | Description of Deliverable* | Manufacturer Name | Manufacturer Part Number | Unit Measure* | Quantity of Item Sold* | Universal Product Code | SIN Number | Price Paid per Unit (US\$)* | Total Price (US\$)* | Non-Federal Entity (Y/N)*

GS07F0052Y | 8376016 | For a SET of Ballpoint Pens | HAMMEREAMILL | 86700 | CARTRIDGE | 10 | 42976143480 | 22222 | 33.48 | 334.80 | N

GS07F0053Z | 8374343 | Set contains 12 markers, eraSET | CIVCO MEDECIGRAMCARTRIDGEL SOLUTIONS | 610-575 | BOX | 10 | 42976143480 | 1233 | 234.58 | 2345.80 | N

2.2.3 Output

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If the uploaded file was successfully processed, you will see “Submitted” as the Report Status on the upload history page.



Reporting Period	Confirmation Number	File Name	Date Received	Report Status
01-2015	20160706:124607	Multi-Contract-CSV-1.csv	2016-07-06 12:46:07	Submitted

If the uploaded file could not be successfully processed, you will see “REJECTED” as the Report status on the upload history page.



Reporting Period	Confirmation Number	File Name	Date Received	Report Status
01-2015	20160706:124607	Multi-Contract-CSV-1.csv	2016-07-06 12:46:07	Rejected 

2.2.4 Sample Rejected Messages

By clicking on info hyperlink on rejected status, users can see detailed error messages.



Scenario 1: If you choose a reporting period which was not current (or valid) for saved contract, then you will see rejected message similar to the one shown below.

Invalid Reporting period. Contract Number: GS14F0049M - Transactional sales data was not reported for a previous reporting period. Please complete reporting for previous reporting periods before reporting for the selected reporting period.

Scenario 2: Large data file uploads could take more than a few minutes. The file will be accepted and processed asynchronously. Therefore, to appropriately queue the files and prevent multiple file uploads for the same reporting period the system will put the file uploaded in an “In-Progress” status and lock the reporting period until the processing is complete. If a user tries

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to upload another file during this status, you will see rejected message similar to the one shown below.

TDR Sales Data was IN-PROGRESS for Contract Number: GS35F0258L and Reporting Period 01-2015. Please wait till it gets processed.

Scenario 3: If the total price value (product of Quantity and Unit price) is invalid according to other entered values you will see rejected message similar to the one shown below.

Row No 3: Total Price value is invalid as per 'Quantity of Item Sold' and 'Price Paid per Unit'.

Scenario 4: If you try to upload sales data for a Contract not assigned to the user you will see rejected message similar to the one shown below.

Contract Number: GS14F0049MM is not found. Please check the contract number and submit again

Scenario 5: If you already reported data for a particular reporting period but trying to report again you will see rejected message similar to the one shown below.

Contract Number: GS35F0661S - Transactional sales data was already reported for selected Reporting Period.

Scenario 6: If you do not include any required fields you will see rejected message similar to the one shown below..

Row No 3: Description of Deliverable is required.

2.2.5 Data Elements

The following table shows the TDR field names and data definitions.

System Field Name	XML Field Name	Data Type	Max Field Length	Require Field
DUNS	duns	Numeric (Non decimal)	9	Not Null
Contract No.	contract_id	String	16	Required Field

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System Field Name	XML Field Name	Data Type	Max Field Length	Require Field
Order/Procurement Instrument Identifier (PIID)	orderNbrPiid	Alphanumeric	35	Required Field
Description of Deliverable	descDeliverable	Alphanumeric	1000	Required Field
Manufacturer Name	name	Alphanumeric	40	Optional
Manufacturer Part Number	partNumber	Alphanumeric	40	Optional
Unit Measure	unitMeasure	Drop down	25	Required Field
Universal Product Code	upc	Numeric	14	Required Field, if not applicable it is 0
Quantity of Items Sold	quatytySold	Numeric (decimal)	0.00 to 99999999.9999	Required Field
Price Paid per Unit	pricePerUnit	Number (\$\$)	0.00 to 99999999999.99	Required Field
Total Price	totalPrice	Number (\$\$)	0.00 to 99999999999.99	Required Field
Non Federal Entity	nonGovEntity	Yes/No	Not applicable	Required Field
Reporting Period	reportingPeriod	String	7 (MM-YYYY)	Required Field
SIN	sin_number	String	15	Optional
Request Id	RequestId	String	30	Required Field
Requesting System	RequestingSystem	String	30	Required Field
Request TimeStamp	TimeStamp	DateTime		Required Field
User ID	userId	String	15	Required Field
Password	password	String	8	Required Field
Adjustment Justification	AdjJust	String	500	Optional
Response Id	Responseld	String	30	Required Field
Status	Status	String	30	Required Field
Response TimeStamp	TimeStamp	DateTime		Required Field
Error Code	code	String		Optional
Error Description	description	String		Optional
id	Id	Sequence number		Required Field
Closeout	Closeout	Boolean	true/false	Optional
Trading Partner	TrandePartner	String		Required

2.2.6 Unit Measures

The following are only the unit of measures supported in TDR application. The unit description should need to be sent in the request.

Unit Abbreviation	Unit Description
AT	ASSORTMENT
AY	ASSEMBLY
BA	BALL
BC	BLOCK
BD	BUNDLE
BE	BALE
BF	BOARD FOOT
BG	BAG
BI	BRICK
BK	BOOK
BL	BARREL
BO	BOLT
BP	BROKEN PARTS
BQ	BRIQUET
BR	BAR
BS	BASKET
BT	BOTTLE
BU	BUSHEL
BX	BOX
CA	CARTRIDGE
CB	CARBOY
CC	CUBIC CENTIMETER
CD	CUBIC YARD
CE	CONE
CF	CUBIC FOOT
CG	CENTIGRAM
CH	CHEST
CI	CUBIC INCH
CK	CAKE
CL	COIL
CM	CENTIMETER

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CN	CAN
CO	CONTAINER
CP	CAPSULE
CR	CRATE
CS	CASE
CT	CARTON
CU	CURE
CY	CYLINDER
CZ	CUBIC METER
DB	DUFFLEBAG
DC	DECAGRAM
DE	DECIMETER
DG	DECIGRAM
DK	DECK
DL	DECILITER
DM	DRAM
DN	GRAIN
DR	DRUM
DW	PENNYWEIGHT
DZ	DOZEN
EA	EACH
EC	ENGINE CONTAINER
ED	ENGINE CRADLE
EN	ENVELOPE
EX	EXPOSURE
FD	FOLD
FK	FOOTLOCKER
FL	FLASH
FR	FRAME
FT	FOOT
FV	FIVE
FY	FIFTY
GB	GALLON IMPERIAL
GG	GREAT GROSS
GL	GALLON
GM	GRAM
GP	GROUP
GR	GROSS
HA	HAMPER
HD	ONE HUNDRED

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HF	HUNDRED FEET
HH	HOGSHEAD
HK	HANK
HP	HUNDRED POUNDS
HS	HUNDRED SQUARE FEET
HW	HUNDRED WEIGHT
HY	HUNDRED YARDS
IG	INGOT
IN	INCH
JG	JUG
JR	JAR
KD	CORD
KE	KEG
KG	KILOGRAM
KK	CHAIN
KM	KILOMETER
KR	CARAT
KS	CASK
KT	KIT
LB	POUND
LF	LINEAR FOOT
LG	LENGTH
LI	LITER
LK	LINK
LO	LOT
LS	LOOSE (NOT PACKAGED)
LT	LOT (ALT)
LY	LINEAR YARD
MA	MILLIAMPERE
MC	ONE THOUSAND CUBIC FEET
ME	MEAL
MF	THOUSAND FEET
MG	MILLIGRAM
MI	MILE
ML	MILLILITER
MM	MILLIMETER
MR	METER
MX	ONE THOUSAND
OT	OUTFIT

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OZ	OUNCE
PA	PAPER
PC	PIECE
PD	PAD
PE	PECK
PG	PACKAGE
PI	PILLOW
PK	PACK
PL	PAIL
PM	PLATE
PN	PANEL
PP	PALLET
PR	PAIR
PT	PINT
PX	PELLET
PY	PYRAMID
PZ	PACKET
QI	QUART IMPERIAL
QR	QUIRE
QT	QUART
RA	RATION
RD	ROUND
RL	REEL
RM	REAM
RN	RIBBON
RO	ROLL
RX	THOUSAND ROUNDS
SA	SACK
SB	SKID BOX
SC	SECTION
SD	SKID
SE	SET
SF	SQUARE FOOT
SH	SHEET
SI	SQUARE INCH
SK	SKEIN
SL	SPOOL
SM	SQUARE METER
SO	SHOT
SP	STRIP

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SQ	SQUARE
SS	STACK
ST	SHORT TON
SV	SLEEVE
SW	SUITCASE
SX	STICK
SY	SQUARE YARD
TB	TUB
TD	TWENTY FOUR
TE	TEN
TF	TWENTY FIVE
TI	TIN
TK	TRUNK
TN	TON
TO	TROY OUNCE
TP	TAPE
TS	THIRTY SIX
TT	TABLET
TU	TUBE
UN	UNIT
US	USP UNIT
VI	VIAL
VO	VOLUME
WF	WAFER
WR	WRAP
WT	WRAP
YD	YARD
HR	HOUR